THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OPV08412795**	DATE POSTED:	**11/07/16**
POSITION NO:	**202064**	CLOSING DATE:	**11/21/16**
POSITION TITLE:	**GOVERNMENT AND LEGISLATIVE AFFAIRS ASSOCIATE**		
DEPARTMENT NAME / WORKSITE:	**OPVP/NAVAJO NATION WASHINGTON OFFICE/WASHINGTON, D.C.**		

WORK DAYS:	5+ days per week	REGULAR FULL TIME:	☑		GRADE/STEP:	AC68A
WORK HOURS:	40+ hours per week	PART TIME:	☐	NO. OF HRS./WK.:	$ 65,249.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 31.37	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Conducts review, analysis and research on proposed and pending legislation and policy initiatives to ensure that legislation and initiatives do not adversely affect the Nation; drafts budgetary and appropriations requests, legislative bills, policy proposals and position papers; prepares and provides detailed reports on the activities of Congress to the Nation; advocates and communicates extensively with congressional representatives and federal agencies to provide briefings and background on the issues and positions of the Nation; analyzes existing federal regulations to protect the interests of the Nation; analyzes legislative, policy and budgetary initiatives developed by the federal government; provides reports to the Nation outlining the political and policy ramifications of these initiatives and provides strategic recommendation on how the Nation should address these initiatives.

Advises Navajo Nation government officials and member of various Standing Committees of the Navajo Nation Council on legislative and policy questions; may provide expert testimony on Congressional Acts and legislative proposals that may impact the Nation; coordinates with the Navajo Nation Department of Justice and other tribal legal representatives on various matters, as necessary and as directed; reviews authorities, precedents and positions on issues impacting the Navajo Nation; prepares testimony and oral remarks to be presented at hearings; maintains contact with Navajo Nation officials, Standing Committees and divisions on issues affecting the Nation; provides guidance and assistance in the formulation of the Nation's agenda; assists in securing federal funding for the Nation's needs and ensures that ongoing projects continue to receive funding.

Schedules meetings with congressional representatives and federal officials; prepares materials and strategy for the meeting and accompanies Navajo officials in the meetings; develops public affairs campaigns and formulates coalitions with interest groups, non-governmental organizations and other governments to further the Nation's position; attends congressional hearings, press conferences and markups to gather important intelligence on matters of concern to the Nation; assists in the preparation of news releases and articles for publication to increase the awareness of the Nation's needs; attends strategy meetings; keeps abreast of current events and national news regarding Native Americans; may represent the Navajo Nation at various functions. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Public Policy, Law or closely related field; and two (2) years of work experience in the legal or legislative field.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, state and federal governmental processes; Knowledge of the principles, theories and practices of the legislative process; Knowledge of statutes and legal decisions governing Federal Indian Law and Federal Trust responsibilities in assigned area; Knowledge of legislative, economic and social issues affecting the Navajo Nation; Knowledge of legislative affairs planning, legislative analysis techniques, regulatory systems and procedures analysis; Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; Skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, federal and state guidelines; Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives; Skill in managing complex internal relationships and providing advice and counsel to Navajo Nation and other governmental officials; Skill in maintaining open communication and effective working relationships. Ability to research and analyze complex Federal statutes and pending bills in Congress and legislative and rulemaking proposals of Federal agencies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.